

SINGLE AUDIT
DATABASE USER MANUAL



October 12, 2017

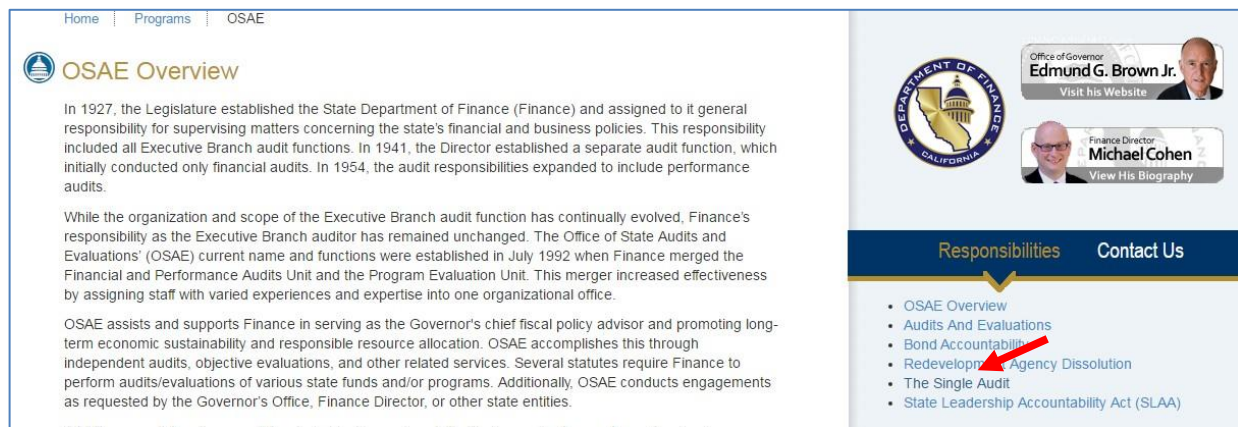
Contents

Accessing the Database	3
New User Registration	4
Returning Users.....	5
Getting Started – Federal Expenditure and Non-Federal Expenditure Reporting.....	7
Federal Expenditure Reporting	8
<i>Business Units Tab</i>	8
<i>Reports Tab</i>	14
Non-Federal Expenditure Reporting.....	14

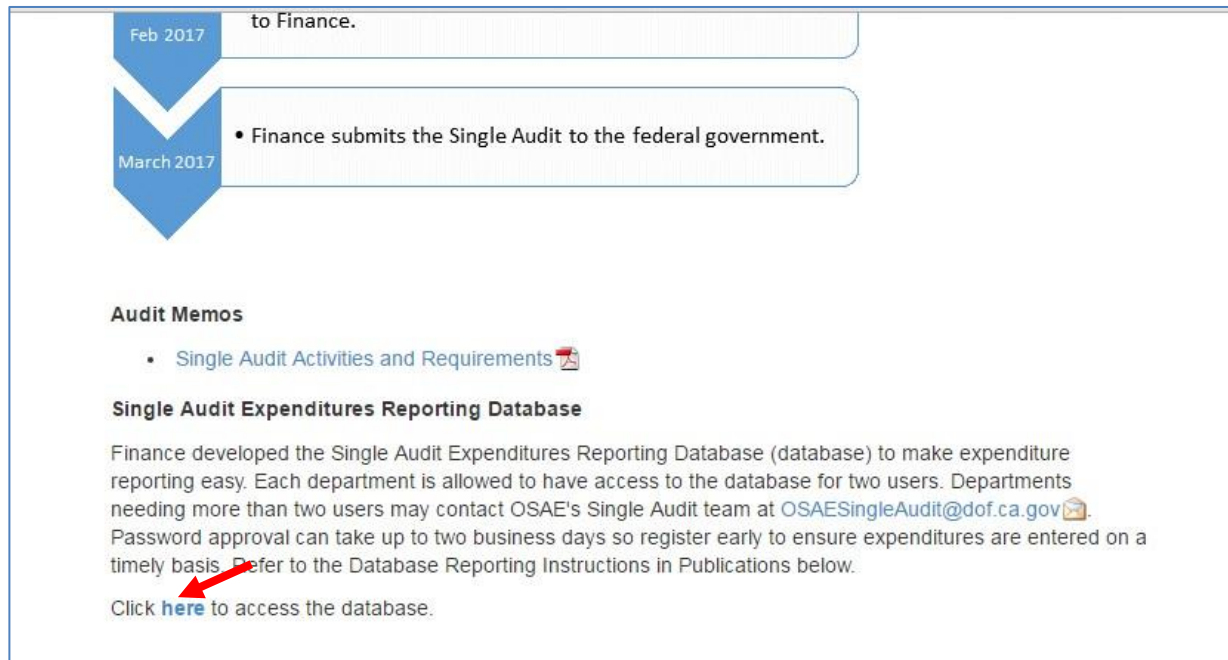
Accessing the Database

Below are the instructions for the designated user of the Single Audit Federal Expenditure Reporting Database (Database). There are screenshot examples included for each step.

To access the Database, go to the DOF.CA.GOV website → Programs → Office of State Audits and Evaluations → The Single Audit. The Database link is on the right side of the screen under “Responsibilities.”



On the website page, click the blue “[here](#)” link to access the Database.



If you are a new user, you will first need to register. Continue reading for instructions on how to register. If you are a returning user, you can skip to “**Returning Users**” on page 5.

New User Registration

Registration is required for new users to access the Database. Each entity is allowed to have up to two users to access to the Database.

To get started, click on the blue “**Register**” link, and fill in the required information. You will receive a system generated password via email in approximately two business days. Once the password is received, you can log on to the Database to change the password; however, you are not required to change your password. If more users are needed or the users need to be changed, please contact the Single Audit Team at OSAESingleAudit@dof.ca.gov.

Note: If you are reporting for multiple business units, please select the applicable business units in the Business Unit list by holding down the control key during registration.

Single Audit Expenditure Reporting Database Home
State of California Department of Finance

Single Audit Federal Expenditure Reporting Database

The single audit process, formalized in the *Single Audit Act of 1984*, and amended in the *Single Audit Act Amendments of 1996* (collectively referred to as the *Single Audit Act*), is an important means by which the Congress, state officials, and program managers obtain information on whether the recipients of federal financial assistance properly account for the federal funds they receive, maintain adequate internal controls over those funds, and comply with program requirements. The *Single Audit Act* requires the State, as a non-federal entity that expends federal awards of \$750,000 or more in a fiscal year, to have a single audit. Furthermore, the State must submit the single audit package to the designated *Federal Audit Clearinghouse*, and make it available for public inspection, by March 31 (9 months after the end of the period audited).

Pursuant to the *Single Audit Act*, the Office of Management and Budget (OMB) issues the Uniform Grant Guidance (Code of Federal Regulations, title 2, subtitle A, chapter II, part 200) and sets forth standards for obtaining uniformity among federal agencies for the audits of states, local governments, and non-profit organizations expending federal awards.

The Department of Finance (Finance), consistent with its responsibility for supervising the State's financial and business policies, is responsible for federal audit coordination. Finance assigns the Office of State Audits and performs the necessary steps to carry out the State's responsibilities in accordance with the federal act.

New Users:
If this is your first time visiting this site and your department has not previously designated its two users, click on [Register](#) to create a user account.

Returning Users:
Click on [Login](#) to enter the database. If you are logging in with your system generated password, you will be able to change your password before continuing to the reporting portion of the database.


For more information, please visit the Department of Finance's [Single Audit Website](#).

If you have any questions, please contact the [Single Audit Team](#).

Single Audit Expenditure Reporting Database Home
State of California Department of Finance

Registration

Create a New Account by filling in the information below.

* User Name (email address)	Email Address
* First Name	First Name
* Last Name	Last Name
* Telephone	Phone Number
* Business Unit	0000 - test Long/Web Title1111 0001 - Major Revenues 0002 - Major Policy Revenues 0003 - Prop 98 Exp Adj Related to Tax Reductns 0010 - Legislative, Judicial, and Executive 0020 - Legislative 0099 - test 0100 - Legislature 0110 - Senate 0120 - Assembly 0130 - Joint Expenses 0150 - Legislators' Retirement Sys Contribution 0155 - Office of the Auditor General
* Captcha	Please retype the characters from the picture  ENTER CAPTCHA

[Register](#) [Register](#)

After clicking on “Register”, you will be prompted to verify your account information. You will need to create two contacts: one as the primary *Management Representation Letter* (MRL) contact and one as the *Primary Financial Statement* contact. The five areas that need to be completed are labeled from 1 to 5 below. If you do not have federal expenditures, number 3 does not need to be completed.

Note: This page will only be displayed upon the login at the beginning of each fiscal year.

Single Audit Expenditure Reporting Database
State of California Department of Finance

Verify Account Information

Registered User Profile

* First Name: Rosalie
* Last Name: Bradley
* Phone Number: (916) 322-2985 x3178
[Save](#)

Business Unit Contacts 1 [Create New](#)

No records to display.

* Contact Type: Select Type 2
 * First Name:
 * Last Name:
 * Phone Number:
 * Email Address:
[Save](#) [Cancel](#)

DUNS Numbers 3 [Create New](#)

No records to display.

4 ☐ I certify this information is current. 5 [Continue](#)

If you have any questions, please contact the [Single Audit Team](#).

Returning Users

If you are a returning user, click on the blue “[Login](#)” link under the Returning Users section to access to the Database. If you are reporting for more than one business unit, please contact the Single Audit Team at OSAESingleAudit@dof.ca.gov to initiate setup of the applicable business units.

Single Audit Expenditure Reporting Database [Home](#)
State of California Department of Finance

Single Audit Federal Expenditure Reporting Database

The single audit process, formalized in the *Single Audit Act* of 1984, and amended in the *Single Audit Act Amendments of 1996* (collectively referred to as the *Single Audit Act*), is an important means by which the Congress, officials, and program managers obtain information on whether the recipients of federal financial assistance properly account for the federal funds they receive, maintain adequate internal controls over those funds, and comply with program requirements. The *Single Audit Act* requires the State, as a non-federal entity that expends federal awards of \$750,000 or more in a fiscal year, to have a single audit. Furthermore, the State must submit the single audit report to the designated *Federal Audit Clearinghouse*, and make it available for public inspection, by March 31 (9 months after the end of the period audited).

Pursuant to the *Single Audit Act*, the Office of Management and Budget (OMB) issues the Uniform Grant Guidance (Code of Federal Regulations, title 2, subtitle A, chapter II, part 200) and sets forth standards for obtaining uniformity among federal agencies for the audits of states, local governments, and non-profit organizations expending federal awards.

The Department of Finance (Finance), consistent with its responsibility for supervising the State's financial and business policies, is responsible for federal audit coordination. Finance assigns the Office of State Audits and performs the necessary steps to carry out the State's responsibilities in accordance with the federal act.

New Users:
If this is your first time visiting this site and your department has not previously designated its two users, click on [Register](#) to create a user account.

Returning Users:
Click on [Login](#) to enter the database. If you are logging in with your system generated password, you will be able to change your password before continuing to the reporting portion of the database.
For more information, please visit the Department of Finance's [Single Audit Website](#).

If you have any questions, please contact the [Single Audit Team](#).

Single Audit Expenditure Reporting Database
Home
State of California Department of Finance

Login

* User Name (email address)
rosalie.bradley@dof.ca.gov

* Password
Password

* Business Unit
0001 - Major Revenues
0001 - Major Revenues
0130 - Joint Expenses
0200 - Judicial
7100 - Employment Development Department

Forgot Password?

If you do not have an account, please create a new one [here](#).

If you have any questions, please contact the [Single Audit Team](#).

If you forget your password, you can click on the blue **“Forgot Password?”** link and you will be directed to the password reset page.

Single Audit Expenditure Reporting Database
Home
State of California Department of Finance
Register

Login

* User Name (email address)
Email Address

* Password
Password

Log in

Forgot Password?

If you do not have an account, please create a new one [here](#).

If you have any questions, please contact the [Single Audit Team](#).


Next, you will type in your email address and the CAPTCHA code in the respective fields. By clicking on “Reset password”, a new password will be generated and emailed to you.

Single Audit Expenditure Reporting Database
Home
BUSINESS UNIT
REPORTS
State of California Department of Finance

Forgotten Password

If you have forgotten your password, enter your User Name (email address) below and a system generated password will be issued.
You will be able to change your password upon login with your system generated password.

* User Name (email address)
Email Address

* Captcha
Please retype the characters from the picture


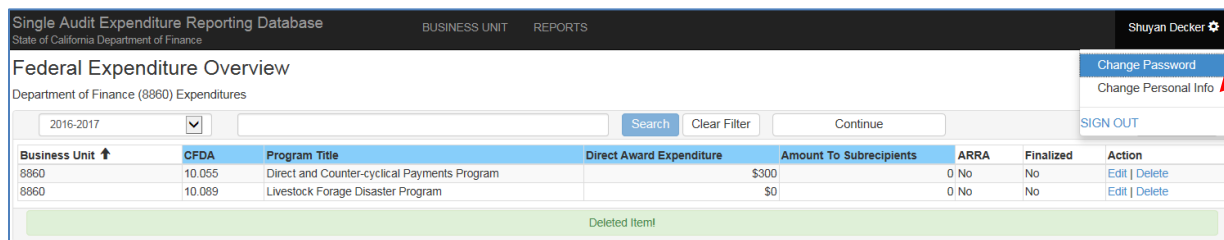
ENTER CAPTCHA

Reset password

If you have any questions, please contact the [Single Audit Team](#).

Changing Password

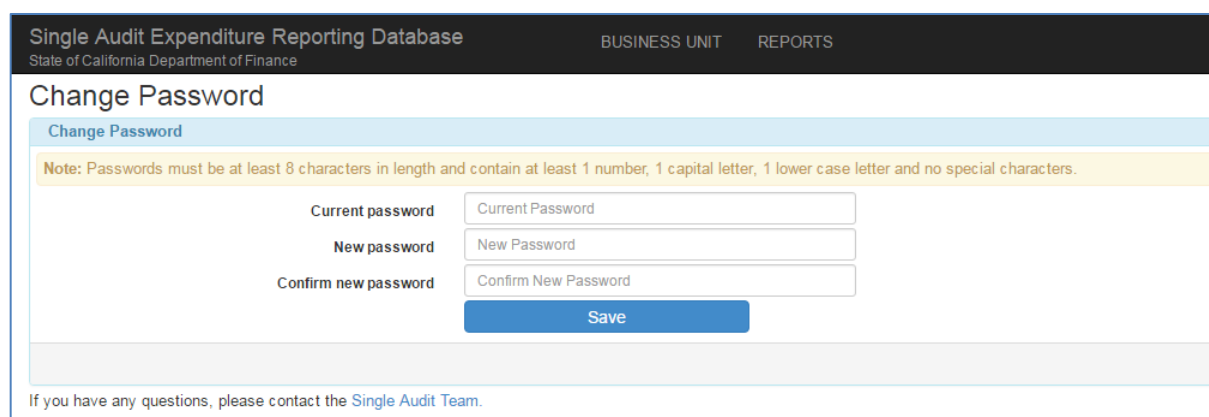
To change your password, perform the following steps: (1) Click on your name in the upper right hand corner, and (2) click on “Change Password”.



The screenshot shows the top navigation bar of the Single Audit Expenditure Reporting Database. The user's name, 'Shuyan Decker', is in the top right corner. A dropdown menu is open, showing 'Change Password' and 'Change Personal Info'. A red arrow points to the 'Change Password' option. Below the navigation bar, the 'Federal Expenditure Overview' section is visible, showing a table of expenditures for the 2016-2017 fiscal year.

Business Unit	CFDA	Program Title	Direct Award Expenditure	Amount To Subrecipients	ARRA	Finalized	Action
8860	10.055	Direct and Counter-cyclical Payments Program		\$300	0 No	No	Edit Delete
8860	10.089	Livestock Forage Disaster Program		\$0	0 No	No	Edit Delete

Next, enter the current password and your new password. The new password must have at least 8 characters in length and contain at least 1 number, 1 capital letter, 1 lower case letter and no special characters. After confirming the new password, click on “Save” to change the password.



The screenshot shows the 'Change Password' form. It includes a note about password requirements: 'Note: Passwords must be at least 8 characters in length and contain at least 1 number, 1 capital letter, 1 lower case letter and no special characters.' The form has three input fields: 'Current password', 'New password', and 'Confirm new password'. A 'Save' button is at the bottom. A footer note says: 'If you have any questions, please contact the [Single Audit Team](#).'

Getting Started – Federal Expenditure and Non-Federal Expenditure Reporting

The Database will prompt you to indicate whether your business unit expended federal awards. If you select “Yes”, you will be given the option to auto populate (upload) the previous Catalog of Federal Domestic Assistance (CFDA) line items or to manually enter each line item. Select “Continue”.

If your entity **does not** have any federal expenditures to report, click “No” option. Skip to “Non-Federal Expenditure Reporting” on page 14 for further instructions.



The screenshot shows the 'Let's get started!' screen. It has two questions with radio button options: 'Did your business unit expend federal awards for fiscal year 2015-2016?' and 'Do you want to auto populate base on CFDA's reported in the prior year 2014-2015?'. A 'Continue' button is at the bottom. A footer note says: 'If you have any questions, please contact the [Single Audit Team](#).'

Federal Expenditure Reporting

Business Units Tab

To navigate through the Database, you will use one of two tabs found at the top of the page. The two tabs are the “Business Unit” and the “Reports”. Each tab has a drop down menu of options.

Single Audit Expenditure Reporting Database
State of California Department of Finance

Federal Expenditure Overview

Major Revenues (0001) Expenditures

2015-2016 Search Clear Filter Continue Create New

Business Unit	CFDA	Program Title	Direct Award Expenditure	Amount To Subrecipients	ARRA	Finalized	Action
0001	20.933	National Infrastructure Investments		\$50,000	\$0 Yes	No	Edit Delete

If you have any questions, please contact the Single Audit Team.

1. Federal Expenditures - Expenditures must be entered on a cash basis. Cash basis expenditures are expenditures incurred and disbursed as of June 30 regardless of

Single Audit Expenditure Reporting Database
State of California Department of Finance

Federal Expenditure Overview

Major Revenues (0001) Expenditures

2015-2016 Search Clear Filter Continue Create New

Business Unit	CFDA	Program Title	Direct Award Expenditure	Amount To Subrecipients	ARRA	Finalized	Action
0001	20.933	National Infrastructure Investments		\$50,000	\$0 Yes	No	Edit Delete

If you have any questions, please contact the Single Audit Team.

whether federal funds have been received. Reported expenditures must not include accruals, accrual reversals, encumbrances, or encumbrance reversals.

If you chose to auto populate, your screen will look like the screenshot below. You have the option to edit or delete the line entry.

Single Audit Expenditure Reporting Database
State of California Department of Finance

Federal Expenditure Overview

Major Revenues (0001) Expenditures

2015-2016 Search Clear Filter Continue Create New

Business Unit	CFDA	Program Title	Direct Award Expenditure	Amount To Subrecipients	ARRA	Finalized	Action
0001	20.933	National Infrastructure Investments	(\$30,000)		\$0 Yes	No	Edit Delete

If you chose not to auto populate, you will need to select “Create New” to add a new line item.

Single Audit Expenditure Reporting Database
State of California Department of Finance

Federal Expenditure Overview

Major Revenues (0001) Expenditures

2015-2016 Search Clear Filter Continue Create New

No records to display.

If you have any questions, please contact the Single Audit Team.

After selecting “Create New,” the next screen will include 13 fields to complete. The fields with a red asterisk on the left hand side are required fields that must be completed. Each field has been lettered in red on the following screenshot. An explanation of the required information is included with the corresponding letter below the screenshot.

Single Audit Expenditure Reporting Database
State of California Department of Finance

BUSINESS UNIT REPORTS

Shuyan Decker

Edit Federal Expenditure

EXPENDITURE DETAILS

Back to Federal Expenditure Overview 10.030 Create New

- Only enter expenditures in CASH BASIS.
- CASH BASIS **does not** include accruals, accrual reversals, encumbrances, or encumbrance reversals.
- The Direct Award Expenditures can be a 0 if no direct awards were expended.
- State of California business unit is **not** considered a subrecipient of Single Audit purposes.

* Fiscal Year 2016 a.

* CFDA Select Program b.

* Is this expenditure funded by ARRA? ☐ Yes ☒ No c.

* Direct Award Expenditures \$ 0 .00 d.

Amount To Subrecipients \$ Amount .00 e.

PLEASE NOTE: A State of California business unit should not be considered a pass-through entity for single audit purposes.

Non-Cash Award Expended \$ Amount .00 f.

ARRA Non-Cash Award Expended \$ Amount .00 g.

Category of Non-Cash Award Expended Select Category h.

Loans Expended \$ Amount .00 i.

Loans Outstanding at end of Fiscal Year \$ Amount .00 j.

Insurance In Effect at end of Fiscal Year \$ Amount .00 k.

Research & Development Funding Expended \$ Amount .00 l.

* Indirect Cost Method -- Select Indirect Cost Type -- j.

Save

Fields marked with * are required. These fields must have information entered in order for you to proceed.

Click "Create New" to report additional CFDA.

- Fiscal Year** – The fiscal year field is prefilled.
- CFDA** – You can scroll through a listing of CFDA numbers in the dropdown menu or you can type in the CFDA numbers for the program you are reporting. For more information regarding your CFDA number, you can visit www.cfda.gov.
Note: CFDA numbers cannot begin with 99. Per the Office of Management and Budget (OMB)'s *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance), it is the entity's responsibility to ascertain the CFDA number for the program funded. In the event the entity cannot ascertain the CFDA number, the user must contact the granting federal cognizant agency to obtain the proper CFDA.
- Is this expenditure funded by ARRA?** – In 2009, Congress passed the **American Recovery and Reinvestment Act (ARRA)** which provided funding via tax cuts, entitlement programs, federal contracts, grants, and loans. For single audit purposes, entities are required to report whether they received federal funds as a result of ARRA. Select the yes button if the program is funded by ARRA or select the no button if it is not.
- Direct Award Expenditures** – Enter the amount of expenditures for the current fiscal year on a cash basis. The total amount expended for a particular federal award includes all amounts expended by your entity and any amounts you awarded to subrecipients. Amounts awarded to your entity passed to another state entity should be reported as a direct expenditure only by your entity. State

entities that received federal funds from other state entities **do not** report federal expenditures. Research & development funding expended are not reported as direct award expenditures.

Note: All entries must be rounded to the nearest dollar.

- e) **Amount to Subrecipients** – Enter the amounts paid to subrecipients during the fiscal year. A subrecipient is a non-federal entity that receives a subaward from a pass-through entity to carry out part of a federal program but does not include an individual that is a beneficiary of such program. A state entity is not considered a subrecipient.
- f) **Non-Cash Award Expended** – Enter the dollar value of the non-cash federal assistance or benefits expended during the fiscal year. Amounts are to be reported at fair market value at the time of receipt or the assessed value provided by the federal agency.
- g) **ARRA Non-Cash Award Expended** – Enter the dollar value of the ARRA funded non-cash federal assistance or benefits expended during the fiscal year. Amounts are to be reported at fair market value at the time of receipt or the assessed value provided by the federal agency.
- h) **Category of Non-Cash Award Expended** – Use the drop down menu to select the non-cash award type expended. The non-cash award types are obtained directly from the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance). If the non-cash award type you need is not listed, contact the Single Audit Team at OSAESingleAudit@dof.ca.gov.
- i) **Loans Expended** – The following guidelines must be used to calculate the value of federal awards expended under loan programs, except when the proceeds were received and expended in prior years. Loans should be calculated as follows:
 - (1) Value of new loans made or received during the reporting period plus
 - (2) Beginning of the reporting period balance of loans from previous years for which the federal government imposes continuing compliance requirements and (3) Any interest subsidy, cash, or administrative cost allowance received.Refer to 2 CFR 200.502(c) for exceptions related to Institutions of Higher Education.
- j) **Loans Outstanding at End of Fiscal Year** – Enter the dollar amount of loans and/or loan guarantees outstanding at June 30. Direct loans are defined as (1) Financial assistance provided through the lending of federal monies for a specific period of time, with a reasonable expectation of repayment, and (2) Guaranteed/insured loans as programs in which the federal government makes an arrangement to indemnify a lender against part or all of any defaults by those responsible for repayment of the loans.
- k) **Insurance in Effect at End of Fiscal Year** – Enter the dollar amount of insurance in effect at June 30. Insurance is defined as financial assistance provided to assure reimbursement for losses sustained under specific conditions. Insurance coverage may be provided directly by the federal government or through private carriers and may or may not involve the payment of premiums.
- l) **Research & Development Funding Expended** – Enter the dollar value of the Research & Development funding spent during the fiscal year. Amounts are to be reported at their value at the time of expense or the assessed value provided by the

federal agency. Research & development funding expended are not reported as direct award expenditures.

- m) Indirect Cost Method** – Use the drop down menu to select the indirect cost method for the federal award. You will have three options to choose from the drop down menu-- *10 percent de minimis cost rate*, *Negotiated rate*, or *Other*. If *Other* is selected, specify the indirect cost method used during the reporting period in the text box.

Select “Save” once you have completed all the required fields. You can continue to add CFDA’s until all have been entered by selecting “Create New”. When completely finished, select “Back to Federal Expenditure Overview” to return to the expenditures overview page to review your entries.

Pass-Through Expenditures: If you need to report pass-through expenditures for the CFDA entered, select “Create New” under “Pass-Through Details”. You will be directed to the screen below. An explanation of the required information is included with the corresponding letter below the screenshot.

Single Audit Expenditure Reporting Database
State of California Department of Finance

BUSINESS UNIT REPORTS Rosalie Bradley

Research & Development Funding Expended \$ 0 .00
Last Updated User DOF/fivrios
Last Updated Date 8/8/2016 7:16:00 AM
Save

Fields marked with * are required. These fields must have information entered in order for you to proceed.

1. Expenditures are to be entered on a CASH BASIS and do not include accruals, accrual reversals, encumbrances, or encumbrance reversals.
2. Only enter expenditures in CASH BASIS.
3. The Direct Award Expenditures can be a 0 if no direct awards were expended.
4. State of California business unit is not considered a subrecipient of Single Audit purposes.

PASS-THROUGH DETAILS Create New

No records to display.

COMMENTS Create New

No records to display.

PASS-THROUGH DETAILS Create New

No records to display.

* Pass-Through Entity Name Pass-Through Agency Name a.
* Pass-Through Entity ID Number Pass-Through Agency Number b.
* Amount Received and Expended from a Pass-Through Entity \$ 0 .00 c.

PLEASE NOTE: A State of California business unit should not be considered a pass-through entity for single audit purposes.

Save Cancel

COMMENTS Create New

- a) Pass-Through Entity Name** – If you are a recipient of pass-through funding, enter the name of the entity that awarded the funding to your entity. If you received pass-through funding from multiple entities, enter each entity’s name separated by a comma. If you received funds from another state entity, **do not** report the funding. Federal awards passed through from another state entity should be reported as a direct expenditure by the granting entity.

- b) **Pass-Through Entity ID** – Enter the number assigned by the pass-through entity. If you received pass-through funding from multiple entities, enter each entity’s unique identifier separated by a comma. Ensure you maintain the same order of entities as used in the **Pass-Through Entity Name** field.
Note: You must enter a number--“N/A” is not sufficient.
- c) **Amount Received and Expended from a Pass-Through Entity** – Enter the amount of the pass-through award expended. Select “Save” when you have completed all the required fields.

To review your entries, select “Back to Federal Expenditure Overview”. If you wish to change the amounts on a CFDA record, click “Edit”. You can also delete a record by clicking “Delete” if it has been entered in error. When you complete all federal expenditure entries, select “Continue”.

2. **Federal Award Certification** - Click the blue “[here](#)” link to access the blank form. Complete the certification form and have it signed by the entity head or the designee. You must upload the completed certification form to the Database prior to submission.

Click on “Continue” to finalize your submission.

Single Audit Expenditure Reporting Database
State of California Department of Finance

BUSINESS UNIT REPORTS Rosalie Bradley

Certification of Federal Award Receipts

If your business unit **RECEIVED** Federal Awards, Loans, Non-Cash Awards, or Research and Development Awards during the fiscal year, you are required to fill out and have the Department head or their designee sign the *Certification of Federal Award Receipt*. The certification must contain an actual signature rather than a digital signature. The certification form can be found [here](#).

Once the Department head or their designee has signed the *Certification of Federal Award Receipt*, scan the completed certification into a PDF file and use the upload function below.

Certification of Federal Award Receipt for Fiscal Year 2015-16

Choose File No file chosen

Upload File Continue

All Federal Award Certifications

No records to display.

If you have any questions, please contact the Single Audit Team.

3. **DUNS** - Each entity will have a unique nine digit Data Universal Numbering System (DUNS) number associated with their federal funding. The DUNS is a means of identifying business units on a location specific basis. If you have forgotten your DUNS number, visit <https://fedgov.dnb.com/webform> to recover it.

If you need to create a new DUNS number, click “Create New” in the Database, and type in your DUNS number in the DUNS number field. Select “Save” to add your DUNS number to the Database. You can edit or delete your DUNS number if it is no longer valid

Single Audit Expenditure Reporting Database
State of California Department of Finance

BUSINESS UNIT REPORTS Rosalie Bradley

DUNS Overview

No records to display.

* DUNS Number DUNS Number (9 digits)

Save Cancel

The Data Universal Numbering System (DUNS) is a nine digit number used to identify business entities on location specific basis. Each business unit will have a unique DUNS number associated with their Federal funding.

Create New

If you have any questions, please contact the Single Audit Team.

4. Finalization of Submission - You are given the option to review the “Federal Expenditure Report” prior to submission by clicking on “Generate Report”. Once finalized, the expenditures and certification form cannot be edited. If an error was made, contact the Single Audit Team at OSAESingleAudit@dof.ca.gov. The certification form and the DUNS number are required in order to finalize the submission. In addition, you must certify you reviewed and completed the California Single Audit: *Reporting Entity Responsibilities* training as required by Audit Memo No. 17-02 dated July 31, 2017 before you can finalize the submission.

Single Audit Expenditure Reporting Database
State of California Department of Finance

BUSINESS UNIT REPORTS Shuyan Decker

Finalization of Submission

Review

Would you like to review your submission before finalizing?

Finalization

Once you have entered all Federal Expenditure information for your state department, click the button below to finalize your submission. Once finalized, expenditures **cannot** be edited. You must contact the Single Audit Team to un-finalize your submission.

Federal Award Certification: No
DUNS Number: Yes
Not Finalized Expenditures: 0

☐ I certify I reviewed and completed the California Single Audit: *Reporting Entity Responsibilities* training as required by the Audit Memo No. 17-02 dated July 31, 2017.

5. Federal Award MRL – All business units that received federal funding must complete a Federal Award Management Representation letter (MRL) and upload it to the Database. The template will be emailed to your MRL contact by the end of March. The template should be signed by the entity head or the designee. MRLs must be completed as required by State Administrative Manual (SAM) section 20020.

Single Audit Expenditure Reporting Database
State of California Department of Finance

BUSINESS UNIT REPORTS Rosalie Bradley

Federal Award Management Representation Letters

The Department of Finance, Office of State Audits and Evaluations (Finance), is requesting your annual management representation letter (MRL), which is required as part of the State's single audit. As part of its annual audit of the State, the California State Auditor (CSA) requests Finance to make certain representations regarding the financial operations of the State. To allow the Director of Finance to submit a single MRL to CSA, agencies and departments are required to submit an MRL on their operations for the fiscal year ended June 30, 2016. Individual agency and department MRLs provide the basis for the statewide MRL.

If your business unit reported federal award expenditures during the fiscal year 2015-16, please sign and have the Department head or their designee sign the *Federal Award Management Representation Letter*. The letter must contain an actual signature rather than a digital signature. **Please do not change the dates or representation within the template. You may add N/A to representations that do not apply to your department or agency.**

Once the Department head or their designee has signed the MRL, scan the completed letter into a PDF file and use the upload function below.

Federal Award MRL for Fiscal Year 2015-16 No file chosen

No extensions will be granted to submit your letter

6. Contacts – This is where you can review, edit, delete, or create a new contact.

Single Audit Expenditure Reporting Database
State of California Department of Finance

BUSINESS UNIT REPORTS Vanessa Rios

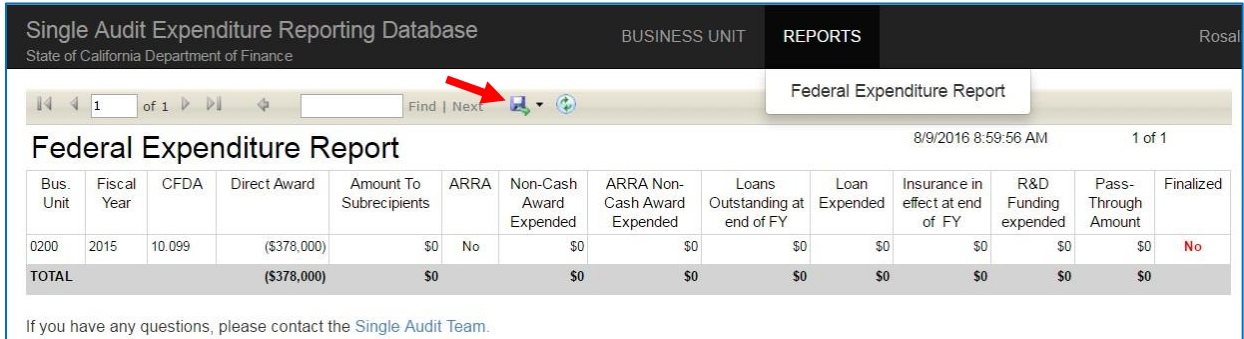
Contact Overview

Business Unit ↑	State Organization	Contact Type	First Name	Last Name	Phone Number	Email Address	Action
8860	Department of Finance	(FS) - Primary Financial Statement	Jane	Doe	(916) 322-2985	jane.doe@dof.ca.gov	Edit Delete
8860	Department of Finance	(MRL) - Primary MRL	John	Smith	(916) 322-2985	john.smith@dof.ca.gov	Edit Delete

If you have any questions, please contact the Single Audit Team.

Reports Tab

This tab allows users to run the Federal Expenditure Report, which can be exported into various formats such as PDF, Excel, or Word). This report will allow users to review data entered into the Database prior to submittal.



Single Audit Expenditure Reporting Database
State of California Department of Finance

BUSINESS UNIT REPORTS Rosal

1 of 1 Find | Next

Federal Expenditure Report

8/9/2016 8:59:56 AM 1 of 1

Bus. Unit	Fiscal Year	CFDA	Direct Award	Amount To Subrecipients	ARRA	Non-Cash Award Expended	ARRA Non-Cash Award Expended	Loans Outstanding at end of FY	Loan Expended	Insurance in effect at end of FY	R&D Funding expended	Pass-Through Amount	Finalized
0200	2015	10.099	(\$378,000)	\$0	No	\$0	\$0	\$0	\$0	\$0	\$0	\$0	No
TOTAL			(\$378,000)	\$0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	

If you have any questions, please contact the Single Audit Team.

Non-Federal Expenditure Reporting

If you select the “No” option when you start the federal expenditure reporting process as shown on page 7, the following screenshots will appear if your entity does not have any federal expenditures to report.



Single Audit Expenditure Reporting Database
State of California Department of Finance

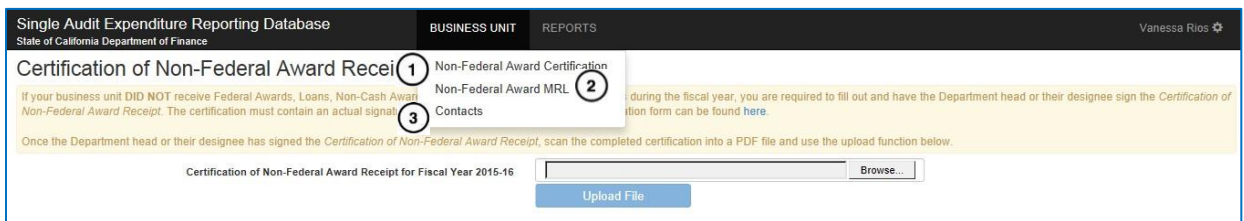
Let's get started!

New Fiscal Year

* Did your business unit expend federal awards for fiscal year 2015-2016? ☐ Yes ☒ No

Continue

You will see two tabs found at the top of the page--“Business Unit” and “Reports”. Under the “Business Unit” tab, there are three dropdown menu items as shown below.



Single Audit Expenditure Reporting Database
State of California Department of Finance

BUSINESS UNIT REPORTS Vanessa Rios

Certification of Non-Federal Award Receipt

1 Non-Federal Award Certification
2 Non-Federal Award MRL
3 Contacts

If your business unit DID NOT receive Federal Awards, Loans, Non-Cash Awards, or Grants during the fiscal year, you are required to fill out and have the Department head or their designee sign the Certification of Non-Federal Award Receipt. The certification must contain an actual signature. The certification form can be found [here](#).

Once the Department head or their designee has signed the Certification of Non-Federal Award Receipt, scan the completed certification into a PDF file and use the upload function below.

Certification of Non-Federal Award Receipt for Fiscal Year 2015-16

Upload File

Browse...

1. Non-Federal Award Certification - This will take you to the Award Certification tab where you can upload the Certification of Non-Federal Award Receipt form. The certification form can be found by clicking the blue “[here](#)” link on the webpage. After the Award Certification is uploaded, you are done with the process until March, when you will be required to return to the Database to upload your MRL.

Single Audit Expenditure Reporting Database
State of California Department of Finance

BUSINESS UNIT REPORTS Rosalie Bradley

Certification of Non-Federal Award Receipt

If your business unit **DID NOT** receive Federal Awards, Loans, Non-Cash Awards, or Research and Development Awards during the fiscal year, you are required to fill out and have the Department head or their designee sign the *Certification of Non-Federal Award Receipt*. The certification must contain an actual signature rather than a digital signature. The certification form can be found [here](#).

Once the Department head or their designee has signed the *Certification of Non-Federal Award Receipt*, scan the completed certification into a PDF file and use the upload function below.

Certification of Non-Federal Award Receipt for Fiscal Year 2015-16

No file chosen

2. Non-Federal Award MRL – All business units that did not receive federal funding must complete a Non-Federal Award MRL and upload it to the Database. The template will be emailed to your MRL contact by the end of March. The template should be signed by the entity head or the designee. MRLs must be completed as require by SAM section 20020.
3. Contacts – This is where you can review, edit, delete, or create a new contact.

Single Audit Expenditure Reporting Database
State of California Department of Finance

BUSINESS UNIT REPORTS Vanessa Rios

Contact Overview

Business Unit ↑	State Organization	Contact Type	First Name	Last Name	Phone Number	Email Address	Action
8860	Department of Finance	(FS) - Primary Financial Statement	Jane	Doe	(916) 322-2985	jane.doe@dof.ca.gov	Edit Delete
8860	Department of Finance	(MRL) - Primary MRL	John	Smith	(916) 322-2985	john.smith@dof.ca.gov	Edit Delete

If you have any questions, please contact the [Single Audit Team](#).